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MONTHLY TECHNICAL PROGRESS REPORT

for the period

April 1 – April 30, 2011

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 5/6/2011
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
April 2011**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on April 8.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on April 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on April 6.

The quarterly comprehensive statistical report for October 18 through March 31 was submitted to the TOAM on April 11.

Three RMS IIs updated the Scanning Department Procedures Manual on April 13 and submitted it to the TOAM.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,544 documents and edited 2,792 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:
Pearl Harbor Naval Complex
Yuma Marine Corps Air Station

The site assessment Librarian IV received 8.2 lft. of new documents, of which .1 lft. were federal facilities documents, and processed 6 new sites.

Circulation Department staff shelf-read approximately 410.8 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 5 site files.

The site assessment Librarian IV received .4 lft. of Oil Facility Response Plan documents, and spent 3.5 hours updating the Oil Facility Response Plans.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

33.8 lft. of documents were picked up from EPA regional offices. 7 Transfer of Records forms were processed.

10.5 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated April 20.
FRC Storage Report, updated April 20.
On-Site Storage Report, updated April 20.
Contracts On-Site Storage Report, April 12, 22, 29.

Staff checked .2 lft. of unindexed Pearl Harbor Naval Complex documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,067 documents (54,286 pages) during April and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Eight Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	0983	APPLIED MATERIALS
00	09JW	B.F. GOODRICH
01	0970	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
01	091N	COOPER DRUM
00	0988	INTEL CORP (SANTA CLARA 3)
00	0998	RHONE-POULENC, INC./ZOECON CORP
01	098V	SAN GABRIEL VALLEY (AREAS 1-4) (for 092C cost pkg)
01	09M1	TARP
01	09K5	VALLEY WOOD PRESERVING INC.

Staff retrieved 40 cost packages/financial documents for EPA staff during April.

The Cost Package Documentation Index was updated on April 12, 22, 29.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 8.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	01	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
094Y	00	ALARK HARD CHROME
0900	00	ALCAN INC
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
0900	00	ANACONDA COPPER CO (TUCSON)
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
0900	00	ANAMAX MINING CO. TWIN BUTTES
0983	00	APPLIED MATERIALS
0983	01	APPLIED MATERIALS
09JS	01	ASARCO INC HAYDEN PLT
0934	00	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09E9	00	ATLAS ASBESTOS MINE
09E9	01	ATLAS ASBESTOS MINE
09KU	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09JW	02	B.F. GOODRICH
0900	00	BC CHEM
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09MM	00	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0900	00	CALCOT COMPRESS & WAREHOUSE
0900	00	CALIFORNIA CORRECTIONAL INSTITUTE
09R6	02	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
0928	01	CELTOR CHEMICAL
0900	N/A	CITY OF FLAGSTAFF (BROWNFIELDS)
0935	00	COALINGA ASBESTOS MINE
0900	00	CONCORDE GARMENT MFG CORP
091N	00	COOPER DRUM
091N	01	COOPER DRUM
091N	02	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0900	N/A	CREEK BRIDGE PROPERTY (BRN)
09AR	00	CRESTLINE DRMO
09H5	01	CTS PRINTEX, INC.
0900	N/A	CULVER CITY DOG PARK (BROWNFIELDS)
09JT	00	CYPRUS TOHONO MINE
0900	00	DATA CIRCUITS
0936	01	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
0900	N/A	DOUG YORK PLAZA (BRN)
09P8	00	EDWARDS AIR FORCE BASE
0900	00	EL PASO NATURAL GAS SITE

SSID	OU	SITE NAME
0900	00	EXTRUDED PLASTICS CO
0900	N/A	FILBERT ST (BRN)
09DG	00	FRESNO DRUM REMOVAL
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	01	FRONTIER FERTILIZER
0900	00	GLOBE-UNION
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
0900	00	HARTMAN ENTERPRISES
09B8	01	HASSAYAMPA LANDFILL
0900	00	IDAHO MARYLAND MINE
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	08	INDIAN BEND WASH NORTH
09G6	03	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
09SM	00	INGOMAR AMMUNITION
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	02	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0939	01	JIBBOOM JUNKYARD
0900	00	JOHNSTON ATOLL
0900	00	JORGENSEN'S BATTERY SHOP
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
0900	N/A	LA PLACITA #2 REDEVELOPMENT PROJECT (BROWNFIELDS)
0900	00	LAND PARCEL
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
093Y	03	LAVA CAP MINE
0947	00	LIQUID GOLD OIL CORP RICHMOND
0947	01	LIQUID GOLD OIL CORP RICHMOND
0989	01	LORENTZ BARREL & DRUM CO
09X8	01	LORENTZ BARREL & DRUM CO
09X8	02	LORENTZ BARREL & DRUM CO
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
09FK	00	MASONITE MILL MESCOT FIELD SITE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
0900	N/A	MILL STATION PROPERTY (BRN)
0900	00	MODERN PATTERN & FOUNDRY CO INC
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION

SSID	OU	SITE NAME
09C7	01	MOFFETT NAVAL AIR STATION
0900	00	MOINE & ORTEGA TRUST PROPERTIES
0900	N/A	MONTEBELLO CHAPIN RD (BROWNFIELDS)
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
0900	N/A	NATIONAL CITY PUBLIC WORKS YARD (BROWNFIELDS)
09TD	00	NAVAJO RADIOACTIVE STRUCTURES
09QM	00	NE CHURCHROCK QUIVIRA MINES
0952	00	NEVILLE CHEM CO
09K7	00	NEW IDRIA MERCURY MINE
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
0900	N/A	NORTH 12TH ST PROPERTY (BRN)
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0900	00	OCCIDENTAL CHEM CO (LATHROP)
0900	N/A	OJAI LAND CONSERVANCY - VENTURA RIVER PRESERVE (BROWNFIELDS)
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	04	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
0900	00	ORLAND CLEANERS
09J6	00	PACIFIC COAST PIPELINES
09J6	01	PACIFIC COAST PIPELINES
0900	00	PALMYRA ATOLL
09S5	00	PALOMINO VALLEY SITE
091S	00	PEARL HARBOR NAVAL COMPLEX
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
0900	N/A	PETRO RESOURCES OIL SPILL
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09R8	04	PHOENIX-GOODYEAR AIRPORT AREA
09R8	05	PHOENIX-GOODYEAR AIRPORT AREA
09EG	00	PRC PATTERSON
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0998	00	RHONE-POULENC, INC./ZOECON CORP
0900	00	RICHARDS W C OF CALIFORNIA
0900	00	RITE WAY CLEANERS
0900	N/A	ROSEBURG COMMERCE PARK (BROWNFIELDS)
09WG	00	ROSELLE MAD CHEMIST
0900	N/A	ROUTE 66 CORRIDOR (BROWNFIELDS)
0900	00	SALSBURY CLEANERS
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

SSID	OU	SITE NAME
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09G8	00	SAN TAN INDUSTRIAL PARK
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
0900	N/A	SCHLAGE LOCK FACTORY (BRN)
0900	00	SIMPSON'S CLEANERS
0900	N/A	SISKIYOU DEPT OF PUBLIC WORKS CORPORATION YARD (BROWNFIELDS)
0942	01	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09QL	01	SSFL: SANTA SUSANA FIELD LABORATORY
0955	00	STANKEVICH #1 NORWALK
0900	00	STOLLER, INC
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
0900	N/A	SWANSTON STATION TRANSIT VILLAGE (BRN)
09M1	01	TARP
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0900	00	TMT CHEMICAL COMPANY INC
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
0900	00	TSE BRAKES
09RF	00	TUBA CITY ABANDONED LDFL
091C	01	TUCSON SOURCES
09R3	00	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
0900	00	VAN WATERS & ROGERS, INC (S RIVER RD)
09C1	01	WASTE DISPOSAL, INC.
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
094A	00	WILBUR & ELLIS
09QC	00	YOSEMITE CREEK SEDIMENT

SSID	OU	SITE NAME
09K6	00	YUMA MARINE CORPS AIR STATION

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 70 requests for documents, performed 659 database searches in SDMS-C, and provided 1,044 documents for EPA staff and other requesters.

Forty indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on April 7.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 4 FOIA requests totaling 3.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,604 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 3 pages off-site to a copy service. In addition, staff printed 573 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 14 requests for documents on CD-ROMs. 31,907 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09JS	00	ASARCO INC HAYDEN PLT
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0900	00	CALIFORNIA STEEL INDUSTRIES
093H	01	CASMALIA RESOURCES
091N	01	COOPER DRUM
09JT	00	CYPRUS TOHONO MINE
09HB	00	DENOVA ENVIRONMENTAL INC.
09Q7	00	GEORGE AIR FORCE BASE
Z900	N/A	GREKA ENERGY OIL SPILL
0900	00	HANCE ASBESTOS MINE
09B8	01	HASSAYAMPA LANDFILL
0917	01	IRON MOUNTAIN MINE
0989	01	LORENTZ BARREL & DRUM CO
09M6	01	MEW STUDY AREA
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)

SSID	OU	SITE NAME
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M1	01	TARP
096Y	01	TUCSON WEST CAP
09R3	01	UNITED HECKATHORN CO
09C1	01	WASTE DISPOSAL, INC.
09R4	01	WESTERN PACIFIC RAILROAD CO.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in April:
 Tafuna Scrap Metal Yard Cylinder Ceiling Increase Removal AR, sent March 30
 Northeast Churchrock Mine Residential Removal #1 AR, sent April 8
 NE Churchrock Quivira Mines Residential Removal #2 AR, sent April 8

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Six work-performed compilations were created or updated during April for the following sites:

OU	SSID	Site Name
01	094R	FRONTIER FERTILIZER
00	09PM	NORTHEAST CHURCHROCK MINE SITE
00	0958	OPERATING INDUSTRIES, INC., LANDFILL
01	099K	PEMACO MAYWOOD
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
01	09C1	WASTE DISPOSAL, INC.

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:
 CD-ROM format: 12 collections
 Electronic files attached to E-mails: 31 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
094R	01	FRONTIER FERTILIZER
09B8	00	HASSAYAMPA LANDFILL
09SP	00	MCCLELLAN AIR FORCE BASE
09QM	00	NE CHURCHROCK QUIVIRA MINES
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
09J6	00	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)*
09WC	00	TSMY CYLINDER SITE
09C1	01	WASTE DISPOSAL, INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on April 28.

The PM held a Cost Recovery Department meeting on April 12.

The RMS IV/Assistant Manager held meetings with special projects staff on April 5 and 8.

The RMS IV/Circulation Department Supervisor held a departmental meeting on April 14.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on April 19.

The PM purchased supplies and/or equipment during April as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in April.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On April 6, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Dan Brown to update Ascent Capture script on workstation JMADIS05. After further review the script is not working correctly. Dan Brown and Benoy Puthuparampil were notified of the issue April 5.

An RMS IV/IS III coordinated with Al Belbahri to certify the Dragon Database to ensure Record Center server C018 was updated with Windows updates, BigFix and SEP definition files. Also, user profiles that were inactive were disabled or deleted from Active Directory April 15. This is an ongoing monthly effort..

An RMS IV/IS III coordinated with Al Belbahri on the issue of the Nessus scan reporting that our printers (Southwing and Circulation) have high risk. Per Al, the SNMP in the printer queue and on the C018 server were disabled April 19 and yet we still receive the same risk alert. Al is aware of this issue and we will continue to work on a solution.

An RMS IV/IS III coordinated with Andy Terry on the Lotus Notes upgrade to release 8.5.2. We are awaiting the install disc so we can finish the upgrade on a number of workstations April 28.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The RMS V/Program Manager & TOAM met with Homeland Security Inspector S. Mahoney on April 12.

The RMS V/Program Manager, TOAM and RLO attended a national Records Network teleconference meeting on April 14.

The RMS IV/Assistant Manager attended a national ARs to the Public Website Project teleconference meeting on April 19.

The RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on April 21.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in April.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

At 23.3 FTEs, we are at our lowest staffing level since June 2008. The number of requests and documents submitted to us has increased significantly since that time. While we are still able to execute the SOW and meet time-sensitive requests, we are concerned that our recent progress on backlog reduction may not be sustainable at the current staffing level.

III. PERSONNEL ACTION

Librarian IV Debbie Foster's last day on the contract was April 15, 2011. RMS II/Scanning Technician Jackie Olsen was promoted to this vacant Librarian IV/Records Librarian position. Jackie received the required credentials (Master's Degree in Library & Information Science) from San Jose State University in May 2010. Per the TOAM, we will not be refilling Jackie's former position. We currently have 23.3 FTEs on this contract.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 19 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 10 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,187	49.5 lft.	310.5 lft.

Inventories

Records Surveyed	Year to Date
34 lft.	189.2 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	182.5 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
37	5	0	0	12	0	2	5	61

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 098V, OU 06, SAN GABRIEL VALLEY (AREAS 1-4)*

One Librarian IV/Records Librarian performed indexing (359 documents, 1.00 linear feet) and one RMS II/Scanning Specialist performed scanning (397 pages) for AR compilation (work request # 110323-1512 submitted by E. Chan). A total of 109.6 hours were expended on this effort during the month.